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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director of Training (O)

DATE: 25 Oct. 51

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FROM :

SUBJECT: Weekly Report - 18 October - 25 October 51

1. On 19 October 51, 21 persons were given a one-day battery of tests in Alcott Hall. Of these 21, 9 were scheduled for UTG/A and 12 were scheduled for SRA instruction. Of the 12 scheduled for Russian all passed the minimal standards for language aptitude.

2. On 20 October 51, the new Professional Trainees were given an all-day battery of tests at Alcott. There were 20 of them in this group. Four students who had been previously tested were not asked to come in. At the present time we are engaged in scoring and tabulating the information on this group so that summaries can be prepared for your use, as in the past. A quick but incomplete examination of Professional Trainee test data indicates that this group, like the last one, has plenty of ability and potential.

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3. During the last week, Miss [REDACTED] 25X1A9a

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who will ultimately work for this Division, have reported for duty with provisional clearance. Space has been provided for them in

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██████████ where they are doing some scoring and statistical work and continuing some of the projects which had been previously started by

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Miss [REDACTED] and her colleagues. Mr. [REDACTED], a graduate of the first class, is also helping us out in scoring; he has also been 25X1A9a

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assisting Mrs. [REDACTED] in the editorial revising of the manuscript on

4. Some of the other matters on which we have worked this week have been as follows:

A. The interview and briefing of a recruiter for the Personnel Procurement Division.

B. Preparation for the budget hearing.

C. Discussion of immediate aims of the Working Group on Employee Rating with Mr. [REDACTED]

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D. A review of the [REDACTED] Report. ✓

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